# Provincial Treasury Annual Report 2007-2008



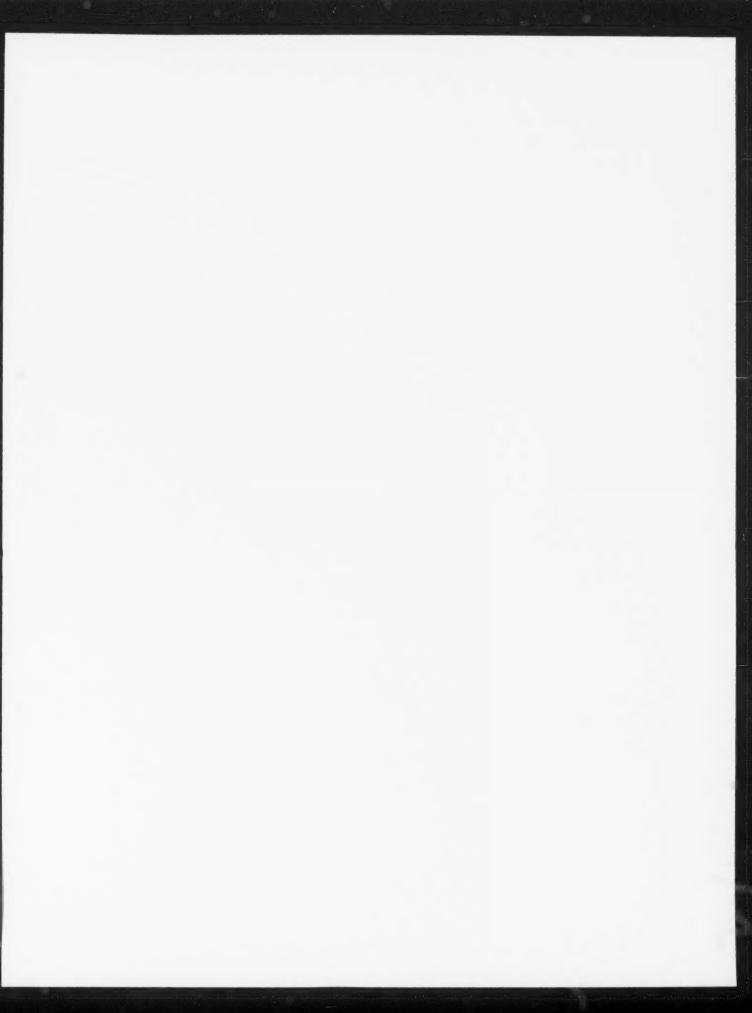
# Prince Edward Island Department of the Provincial Treasury

Annual Report 2007-2008

For the Fiscal Year April 1, 2007, to March 31, 2008

#### Mandate

The mandate of the ministry is to ensure that the human, information technology and financial resources needed by Government are available, are allocated in keeping with Government priorities, and are used in an efficient and accountable way.



To the Honourable Barbara A. Hagerman Lieutenant Governor of Prince Edward Island PO Box 846 Charlottetown, PE C1A 7L9

May It Please Your Honour:

It is my privilege to present the Annual Report of the Department of the Provincial Treasury for the fiscal year ended March 31, 2008.

During the period covered by this report, I served as Provincial Treasurer.

Respectfully submitted,

Wesley J. Sheridan Provincial Treasurer





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# Operating Principles Adopted by the Staff of the Department of the Provincial Treasury

## Statement of Values

A Team Approach - We work together, sharing information to achieve departmental goals.

Service Quality – We provide our clients with the highest quality of service by seeking their input and advice and designing our services to best meet their needs.

**Human Resource Development** – We seek training and development opportunities which provide us with the appropriate skills to serve our clients.

Honesty, Integrity and Accountability – We perform our responsibilities in a competent and professional manner with the highest standard of ethical behaviour.

#### Mission Statement

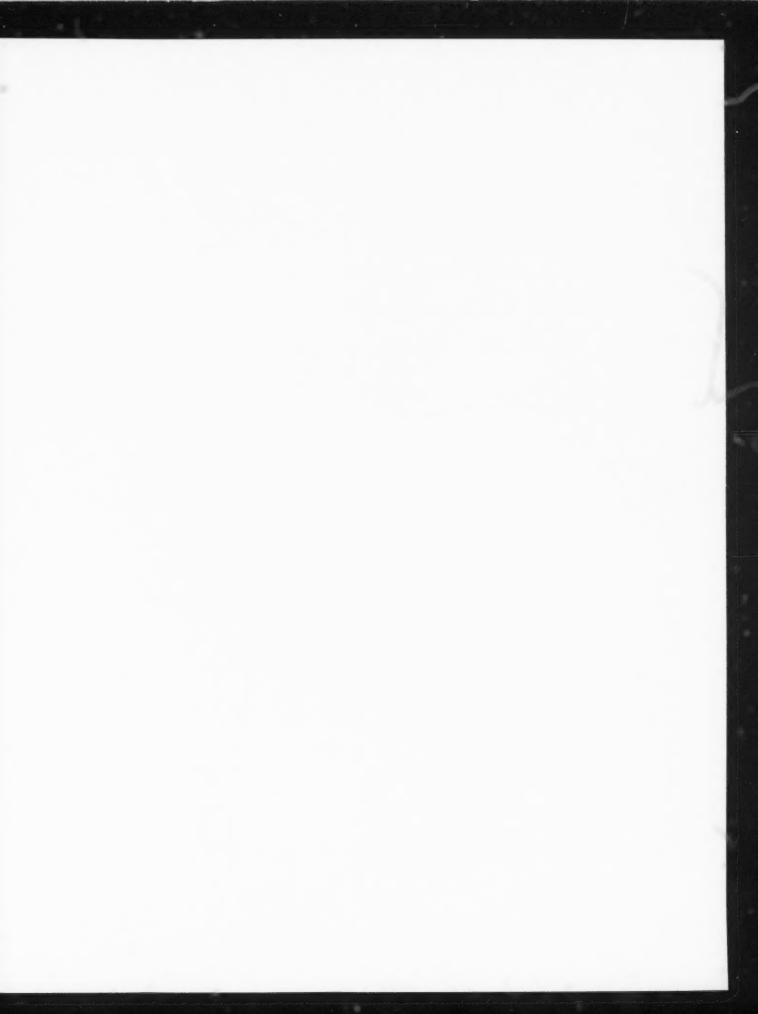
The Department of the Provincial Treasury facilitates the effective and efficient management of Government's human and financial resources by:

- fostering a progressive approach to the management and development of human resources;
- · overseeing the financial affairs of the Provincial Government;
- providing internal support services to public sector organizations;
- leading and facilitating a Government-wide emphasis on program effectiveness and accountability; and,
- supporting economic development.

## Management Philosophy

We believe in a management approach where we:

- · challenge, encourage, empower, support, respect, train and develop employees;
- practice clear and open communication;
- · consult and involve employees;
- place strong emphasis on client service;
- encourage a team approach;
- · use resources wisely;
- recognize, support and conduct our affairs within the Government's agenda; and,
- · focus on the future.



# Legislative Responsibilities Assigned to the Provincial Treasurer

As of March 31, 2008

Act	<b>Division Responsible</b>
Appropriation Act	Fiscal Management
Civil Service Act	PEI Public Service Commission
Civil Service Superannuation Act	PEI Public Service Commission
Deposit Receipt Act	Office of the Comptroller
Environment Tax Act	Taxation and Property Records
Financial Administration Act	Fiscal Management
Financial Corporation Capital Tax Act	Taxation and Property Records
Gasoline Tax Act	Taxation and Property Records
Health Tax Act	Taxation and Property Records
Income Tax Act	Program Evaluation and Fiscal Relations
Lending Agency Act	Minister's Office
Loan Act(s)	Fiscal Management
Lotteries Commission Act	Deputy Minister's Office
Northumberland Strait Crossing Act	Taxation and Property Records
Public Accounting and Auditing Act	Office of the Comptroller
Public Purchasing Act	•Office of the Comptroller
Queen's Printer Act	Information Services
Real Property Assessment Act	Taxation and Property Records
Real Property Tax Act	Taxation and Property Records
Registry Act	Taxation and Property Records
Revenue Administration Act	Taxation and Property Records
Revenue Tax Act	Taxation and Property Records
Supplementary Appropriation Act(s)	Fiscal Management



The Honourable Wes Sheridan Provincial Treasurer Province of Prince Edward Island

#### Honourable Minister:

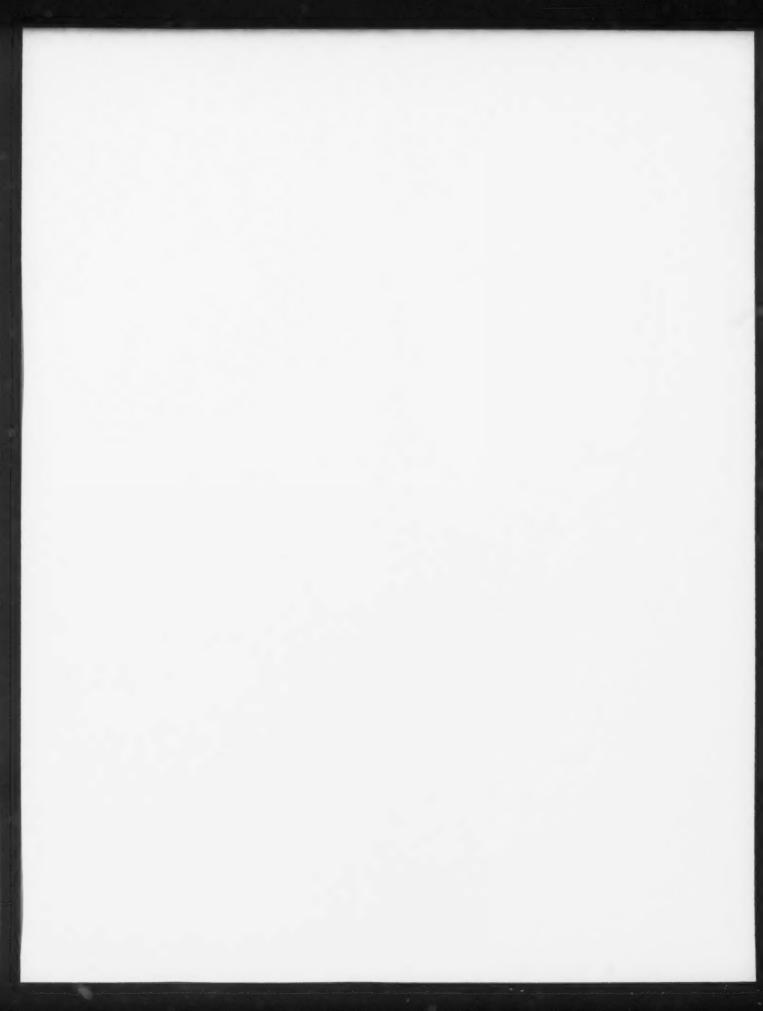
I am pleased to submit the 2007-2008 Annual Report for the Department of the Provincial Treasury for the period April 1, 2007, to March 31, 2008. The intention of this annual report is to focus on accountability for results achieved during the reporting year.



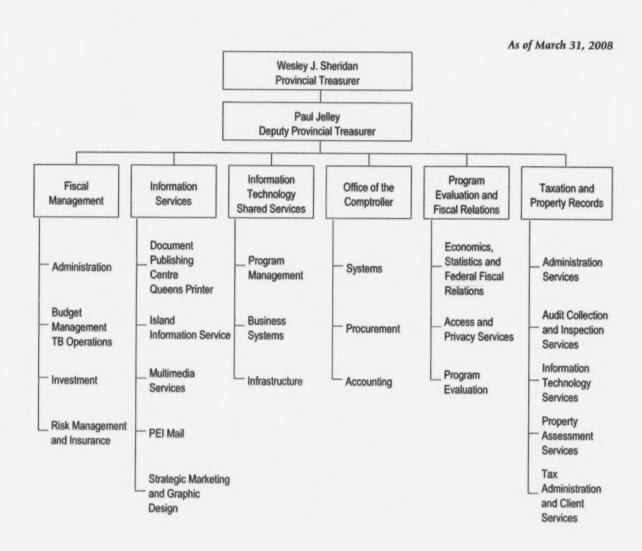
Respectfully submitted,

Paul R. Jelley

Deputy Provincial Treasurer



# **Organizational Chart**





# **Departmental Overview**

# Role/Mission

The Department of the Provincial Treasury facilitates the efficient, effective and accountable management of Government's human, information technology and financial resources. The mission is accomplished through a Team Approach – working together and sharing information to achieve departmental goals.

# Departmental Profile

#### **Fiscal Management**

The Fiscal Management Division provides policy advice on Government expenditures and fiscal planning, develops the annual fiscal framework, prepares the Budget Estimates of Revenue and Expenditure, manages the assets of the pension funds and also manages the cash, debt and Sinking Fund of the Province.

The division is also responsible for developing, implementing and maintaining Government insurance and risk management programs with the goal of eliminating or minimizing the potential for loss to Government, associated agencies, and the health and education sectors.

#### **Information Services**

The mission of the Information Services Division is to strengthen Government's business messaging by providing departments, Crown corporations and agencies with a range of communication services.

# Information Technology Shared Services

The mandate of Information Technology Shared Services is to maximize the return on investment for Government on internal information technology expenditures while assisting our clients in the delivery of information technology solutions. To satisfy the mandate of the division, ITSS provides a broad range of services to Government departments, agencies, Crowns, hospitals and schools.

## Office of the Comptroller

The Office of the Comptroller's primary responsibility is to operate and maintain the Provincial Government's Corporate Accounting System and to produce the Public Accounts of the Province. It administers the Corporate Procurement Service for line departments and other agencies through embracing the principle of competitive procurement. It manages a Corporate Vehicle Fleet Information System and administers the Corporate Computer Leasing program. It provides support and advice in matters relating to financial management and policy submissions to both Treasury Board and Cabinet. Its primary mission is to streamline accounting processes and present financial statements that are as transparent as possible to the Legislature and the public.

# Program Evaluation and Fiscal Relations

The Program Evaluation and Fiscal Relations Division supports departments and Government as a whole by providing program evaluation guidance and support, conducting evaluations of programs and services, and providing expert advice and analysis regarding fiscal, economic and tax policy issues.

### **Taxation and Property Records**

Taxation and Property Records administers the Province's property and consumption tax legislation and ensures the legislation is applied fairly and consistently. The division also develops and maintains land-related information systems and collects tax revenue.

## **Additional Ministry Responsibilities**

The Department of the Provincial Treasury is also responsible for administering the budget allocation for the following "appropriation votes":

- Employee Benefits
- General Government
- Council of Atlantic Premiers
- Interest Charges on Debt
- PEI Lending Agency

# Vue d'ensemble du Ministère

#### Rôle et mission

Le ministère du Trésor provincial contribue à la gestion efficace et responsable des ressources humaines, financières et technologiques du gouvernement. La mission est réalisée par le travail d'équipe – travailler ensemble et partager l'information pour atteindre les objectifs ministériels.

# Profil du Ministère

#### Gestion financière

La Division de la gestion financière donne des avis stratégiques sur la planification financière et les dépenses du gouvernement, établit le cadre financier annuel, prépare les prévisions budgétaires en matière de revenus et de dépenses, gère les actifs des caisses de retraite et administre les fonds de caisse, de créance et d'amortissement de la province.

La Division est également chargée de l'élaboration, de la mise en oeuvre et du maintien des programmes d'assurance et de gestion des risques du gouvernement dans le but d'éliminer ou de réduire les pertes possibles pour le gouvernement et les organismes associés, ainsi que dans les secteurs de la santé et de l'éducation.

#### Services d'information

La mission de la Division des services d'information consiste à renforcer la messagerie commerciale du gouvernement en fournissant aux ministères et aux sociétés et organismes d'État une gamme de services de communication.

# Services partagés en technologie de l'information

Le mandat de la Division des services partagés en TI consiste à maximiser, pour le gouvernement, le rendement du capital investi à l'interne dans les technologies de l'information, tout en aidant nos clients à appliquer des solutions qui s'y rattachent. Pour respecter son mandat, la Division offre un large éventail de services aux ministères et organismes du gouvernement, aux sociétés de la Couronne, aux hôpitaux et aux écoles

#### Bureau du contrôleur

La première responsabilité du Bureau du contrôleur est d'opérer et de maintenir le système de comptabilité ministérielle du gouvernement et de produire les comptes publics de la province. Le Bureau administre un service d'approvisionnement ministériel pour les ministères responsables et autres organismes en adhérant au principe de l'achat concurrentiel. Il gère le système d'information d'une flotte de véhicules ministériels et administre le programme de location des ordinateurs des ministères. Il fournit du soutien et des conseils dans les domaines se rapportant à la gestion financière et de la soumission des politiques au Conseil du Trésor et au Cabinet. Sa mission première est de simplifier les processus comptables et de présenter des états financiers

aussi transparents que possible à l'Assemblée législative et à la population.

# Évaluation des programmes et relations fiscales

La Division de l'évaluation des programmes et des relations fiscales appuie les ministères et l'ensemble du gouvernement en leur donnant des conseils et un appui en matière d'évaluation des programmes, en évaluant les programmes et les services et en fournissant des conseils et des analyses d'experts en ce qui concerne les questions fiscales, économiques et de politiques fiscales.

#### Imposition et registre des biens

La Division de l'imposition et du registre des biens administre la législation fiscale de la province en matière de taxe foncière et de consommation et s'assure que la législation est appliquée de manière juste et uniforme. De plus, la Division établit et tient des systèmes d'information foncière et perçoit les recettes fiscales.

## Autres responsabilités du Ministère

Le ministère du Trésor provincial doit également administrer l'affectation budgétaire pour les crédits suivants :

- Avantages sociaux
- · Administration publique
- Conseil des premiers ministres de l'Atlantique
- Frais d'intérêt sur la dette
- Agence de crédit de l'Î.-P.-É.

# Provincial Treasury Financial Summary

	Actual 2007/2008	Estimate 2007/2008 \$
Expenditure by Division *		
Administration	484,937	438,000
Fiscal Management	2,222,322	2,744,200
Office of the Comptroller	1,098,313	1,233,300
Taxation and Property Records	4,771,234	6,077,300
Information Services	2,725,717	2,989,200
Information Technology Management Group	18,706,479	19,562,300
Program Evaluation and Fiscal Relations	709,551	863,500
Total Department Expenditures	30,718,553	33,907,800
Other Budgetary Responsibilities **		
General Government	13,989,150	20,345,800
Council of Atlantic Premiers	123,500	123,500
Interest Charges on Debt	115,883,050	121,201,700
Technology Asset Management	2,136,327	2,300,000
PEI Lending Agency	5,386,500	5,386,500
Employee Benefits	11,122,143	11,205,300
Revenue *		
Federal Sources	476,055,794	474,988,300
Provincial Sources	634,048,346	621,691,600
Investment Income	14,975,980	11,934,500
Sinking Fund earnings	16,800,243	18,987,800
General Government	2,176,613	24,400
	72.760	169,300

<sup>\*</sup>Detailed Budgetary information is included in Appendix A and B

<sup>\*\*</sup> Detailed Budgetary information is included in Appendix C



# **Fiscal Management**

# Role/Mission

The mandate of the Fiscal Management Division is to provide excellence in the management of the financial resources of Government and to serve as the secretariat to Treasury Board. The division is also mandated to ensure that public funds are properly budgeted and monitored. The mandate of the division requires that the return on Government's investments is maximized, and that cash and debt management costs are minimized within established risk tolerances.

The Risk Management and Insurance Section is responsible for developing, implementing, and maintaining Government risk management and insurance or self-insurance programs with the goal of eliminating or minimizing the potential for loss to Government, associated agencies, commissions, hospitals and school boards/districts.

# Overview

## Budget Management and Treasury Board Operations

This section is comprised of two distinct segments; Budget Management and Treasury Board Operations.

#### **Budget Management**

The Budget Management segment is responsible for the preparation and co-ordination of the Capital and Operating budgets, which assist Government in the overall financial direction for the Province.

This segment also provides technical support and policy advice on various aspects of Government fiscal planning.

Under the direction of Government, the Budget Management segment prepares the annual Estimates of Revenue and Expenditure for capital and operating funding; develops, implements and reviews budgetary systems and quarterly forecasts; manages the appropriation control system; and formulates and implements expenditure restrictions and control policies as

directed by Treasury Board and/or Executive Council.

The Budget Management segment also assesses and monitors all financial, personnel, administrative proposals and issues for overall budgetary impacts.

#### Treasury Board Operations

The Treasury Board Operations segment provides:

- analytical, consultative and administrative services to Treasury Board;
- consultative services to departments and agencies on policy, operational and administrative matters;
- Government's administrative policies to ensure consistency and efficiency;
- support for departments'/agencies' progress toward an improved accountability and reporting framework; and
- leadership and/or participation in special projects and/or initiatives identified by the departments or Treasury Board.

## Debt, Investment and Pension Management

#### Banking

The Debt, Investment and Pension Management Section is responsible for the Province's day-to-day banking. This section is involved with the development of short, mid- and long-term debt management strategies. These strategies include making arrangements for cash management, project financing, issuance of public debt and asset/liability management for Crown corporation debt.

#### Sinking Fund

Attached to all semi-annual pay debentures of the Province is a provision for sinking fund payments used for principal repayment. These sinking funds, which are set aside annually, are also managed by the Debt, Investment and Pension Management Section. These monies are invested under guidelines set out in the *Financial Administration Act* and are tightly controlled by an internal Sinking Fund Policy which is reviewed on a regular basis.

#### Pension Fund

The pension monies for the funds are managed under an "umbrella trust" which is monitored and controlled by the Debt, Investment and Pension Management Section staff. Although the Debt, Investment and Pension Management Section does not directly invest the pension monies as it does for the Sinking Fund, it does act as the manager of external managers. This work includes setting up and monitoring guidelines for investing monies and daily monitoring of assets and cash flows of the managers and the trust itself.

#### Loans

The Debt, Investment and Pension Management Section within Fiscal Management Division is responsible for advancing loans to eligible entities in accordance with the *Financial Administration*Act. As part of the overall administration of the Province's loan portfolio, staff are in regular contact with Crown corporations and other entities to keep them informed of the changing

market-based interest rates, to make arrangements for new or amended loans, and to ensure payments are made on existing loans. Staff are also responsible for developing and monitoring investment revenue amounts that are included in the Budget Estimates, quarterly forecasts and the year-end Public Accounts.

#### Loan Guarantees

The Debt, Investment and Pension Management Section administers loan guarantees provided by the Province to primarily Crown corporations. The *Financial Administration Act* is the enabling legislation that allows the Province to issue loan guarantees. The administrative duties include maintaining a record of guarantees issued, monitoring and confirming related balances, follow-up to ensure any required renewals are prepared, and generating a statement to be included in the Province's Public Accounts.

#### Risk Management and Insurance

The Risk Management and Insurance Section of Fiscal Management is responsible to develop, implement and maintain Government risk management and insurance or self-insurance programs, with the goal of eliminating or minimizing the potential for loss to Government departments, Crown corporations, agencies, commissions, hospitals and school boards/districts. The objective is to project a quality service which protects public sector assets and programs, and controls losses when they occur by providing a professional claims management service to our insurers and the public we serve. The focus is on providing risk management and insurance advice on a daily basis which is essential to the many programs our clients deliver to the general population.

#### **Corporate Administration**

This section is responsible for handling human resource issues and performing all payroll functions for Provincial Treasury along with all accounting functions for revenues and expenditures.

# Report Highlights

## Budget Management and Treasury Board Operations

Budget Accomplishments in 2007-2008
Budget Management provided its third Capital
Estimates of Revenue and Expenditure for
tabling in the fall sitting of the Legislative
Assembly. For the spring sitting, the section
provided the 2007 Budget Address, the
Operating Estimates of Revenue and Expenditure
and the 2007 Appropriation Act with the
supporting Supplementary Estimates. As the
result of an election, a second Budget and related
documents were presented at the fall sitting of
the Legislative Assembly. These documents were
created with input from all departments,
agencies and Crown corporations and are
presented on a consolidated basis.

#### Treasury Board Operations

During the year analytical, consultative and administrative support to Treasury Board was provided on an ongoing basis. As well, special projects and/or initiatives on behalf of Treasury Board or the Department of Provincial Treasury were undertaken. As Treasury Board Secretariat, staff of the division maintained linkages with the Executive Council Office, the Legislative Review Committee and the Strategic Planning Committees on Economic Policy and Community and Social Policy.

During the past fiscal year, divisional staff represented Treasury Board on various committees including the Agricultural Insurance Corporation, the Land Use Co-ordinating Committee, Student Loans Appeal Board, monitored the Government Loan Guarantee Program and represented Treasury Board on collective negotiating teams for agreements with UPSE, teachers, doctors, CUPE Education and CUPE Health.

#### Accountability

The section promotes compliance with the accountability reporting requirements of the *Financial Administration Act* and Treasury Board policy through consultations and meetings with departments and agencies and through directors' forums.

#### Treasury Board Policy and Procedures

The Budget Management and Treasury Board Operations sections are responsible for the research, development and maintenance of corporate administrative and operational policies, and the distribution of these through the Government's Intranet.

Staff of the section continue to monitor and enhance services to users by drafting new corporate policies and revising existing policies in collaboration with departments responsible for their administration.

# Debt and Investment Accomplishments in 2007-2008

#### Debentures

No new debentures were issued in 2007-2008. A \$35 million, 6.00 per cent debenture matured in October 2007. Upcoming maturities include a \$48 million, 11.375 per cent debenture in June 2008; and a \$45 million, 10.75 per cent debenture in December 2008.

#### **Bond Rating**

The division is the focal point for all consultations with bond rating firms. During the 2007-2008 year, the division provided information to three bond rating agencies. All three long-term credit ratings fall into the "A" category. The Province's short-term credit rating is R-1 (low), considered by the Dominion Bond Rating Service to be prime credit quality.

Bonds and preferred stock which are rated "A" possess many favourable investment attributes and are to be considered as upper-medium grade obligations. The ratings for the Province continue to send a strong signal to Canadians that Prince Edward Island is a good and sound place for investment.

Summary of Bond Ratings for PEI				
<b>Bond Raters</b>	Short-term Rating	Long-term Rating	Confirmation Date	
Moody's	-	Aa2	March 2008	
DBRS	R-1 (low)	A (low)	November 2007	
S&P	_	A/Stable	December 2007	

#### Canada Pension Plan Borrowing

The Province has borrowed \$140 million from the Canada Pension Plan. Beginning in July 2005, the Province rolled over maturities for a 30-year time period. The interest rates attached to the new refinancing are about one-half of the interest rates attached to the original debentures. By refinancing CPP debentures, the Province saves the fees that would be charged by the syndicate on a new issue.

#### Master Trust

The Master Trust holds the pension assets of civil service employees, teachers and MLAs. In March 2007, Uniform Pension Plan (UPP) assets valued at about \$180 million were transferred to the Civil Service Superannuation Plan. Members of the former UPP are hospital workers and nurses who belong to different labour unions but are now considered civil service employees because of health sector reorganization.

At the beginning of 2007-2008 Master Trust assets had a market value of \$1.223 billion.

The Master Trust has contracts with six investment managers (who invest the assets), one custodian (who holds, transfers and accounts for the assets), and one consultant/performance measurement provider (who gives advice and informs the Investment Advisory Committee and Minister of how the investments are performing).

In the provincial budget of 2005, Government promised to inject \$160 million over a 10-year period to improve the funding position of the Teachers' Superannuation Fund (TSF). These

payments have commenced and have been invested by the investment managers in the financial markets. A similar Promissory Note in 2006-2007 with the Civil Service Superannuation Fund (CSSF) injects \$52 million over a 10-year period. The purpose of these two Promissory notes is to reduce unfunded pension liabilities bringing the funding levels within the TSF and CSSF to 90 per cent.

#### Risk Management and Insurance

An actuarial review of the PEI Self-Insurance and Risk Management Fund has been completed. Several components of the review included:

- valuation of policy liabilities,
- assessment of the long-term sustainability of the fund,
- determination of future funding requirements, and
- assessment of the level of risk transferred and risk retained.

With respect to the long-term self-sustainability of the fund, the actuaries have addressed the issue and made specific recommendations. In consultation with the Advisory Committee, Risk Management and Insurance Section will be submitting a summary of the aforementioned report to Treasury Board.

# **Information Services**

# Role/Mission

The mission of the Information Services Division is to strengthen Government's business messaging by providing departments, Crown corporations and agencies with a range of communication services.

## Overview

#### **Multimedia Services**

Multimedia Services Section provides a wide range of services to Government departments, agencies, school districts, supreme, provincial courts and provincial legislature.

- Video and Radio Production provides expertise in camera operation, online and offline editing, video taping, video and audio duplication, digitization for electronic formats as well as creative direction and script writing.
- Photography Services include studio portraits; product, scenic and event photos; on-site processing of black and white film; conversion of flat graphic materials to slides or electronic files; slide duplication; manipulation of full-colour digital images and in-house printing of digital images.
- New Media Design Services include animation, CD-ROM creation, internet streaming, web-based content, creative direction and non-linear editing. Provides content and support for video display units.
- Technical Support for video production broadcast and streaming of proceedings of Provincial Legislature, as well as archiving to server and DVD, operation of conference taping system and audio recording for Legislative Committee hearings, as well as equipment and technical support for

committee and other hearings across the Island.

- Equipment Loan and Consultation
   Services includes the loan of audio-visual equipment to Government departments and consultation services for the purchase of new equipment systems.
- Maintenance and Technical Support –
   on-site maintenance of PA systems in all
   island schools, Provincial and Supreme
   Courts, and in-shop repairs to Government
   audio-visual equipment and technical
   support for broadcast equipment of
   Provincial Legislature.
- Media Monitoring provides daily news summaries from local and national newspapers, television and radio newscasts to a designated list of Government recipients.
- Conference and Event Setup provides planning, technical support and equipment for Government conferences and special events.
- Press Conference Setup provides technical support, pooled media feed for press.

# The Document Publishing Centre (Queen's Printer) and PEI Mail

These two sections of Information Services provide professional publishing and distribution services to all Government departments and agencies in the following areas:

#### Office of the Queen's Printer

The Office of the Queen's Printer publishes the Royal Gazette and the Statutes and Regulations of the Province. It also handles production printing of official departmental annual reports, journals, books, certificates, forms and other documents as required by law and Crown copyright. The office is responsible for the Government paper tender, the Interoffice courier mail contract and the Buyer's Guide for Photocopiers.

#### **PEI Mail**

PEI Mail is responsible for central processing of Provincial Government mail. It provides envelope insertion service for notices, cheques and renewal letters as well as sorting and distribution for interoffice courier mail service delivery across the province. PEI Mail offers regular delivery and pickup of mail throughout the Provincial Administration Building complex. It processes outgoing mail through Canada Post software and provides monthly statements through postal management system.

#### The Document Publishing Centre

The section utilizes digital high speed print productivity in full colour and black production for a wide variety of Government publications. The section provides client consultation for print and finishing options and mail distribution. The section issues monthly invoices to departments utilizing PrintShop management software.

#### **Digital Print Section**

This section provides digital print on-demand document publishing. This includes:

- client to server document file submission:
- custom variable data file printing:
- digital file imposition and proofing:
- digital scan to print for colour and black output;
- PDF file conversion;
- · digital document file storage.

#### **Press Print Section**

This section provides quality single and full colour printing to client specification. This includes:

- printing on a wide range of papers, envelopes and card stocks;
- raised printing for letterhead and business cards;
- multi-up forms printing on carbonless paper;
- brochures, posters and forms printing;
- Pantone colour-match inks, varnish coat finish and MICR ink printing.

#### Bindery and Finishing Section

This section provides a variety of document binding options for clients. This includes:

- spiral coil binding, cerlox binding and perfect binding;
- scoring, folding, drilling, padding, perforations and stapling;
- custom numbering for invoice and receipt books;
- paper and cover stock cutting to specifications;
- shipping and receiving of paper products and printed materials.

# Strategic Marketing and Graphic Design and Island Information Service

These two sections of Information Services provide service to all Government departments and agencies in the following areas:

Strategic Marketing and Communications

Plans – the section develops and implements
strategic marketing, communications and media
plans for departments, agencies and specific
events.

Advertising Design and Production – the section advises on strategic copy and prepares the layout and artwork according to the mechanical specifications of the print media and in accordance with the Government of PEI's corporate identity guidelines.

**Document Design and Layout** – the section prepares artwork for the production of newsletters, brochures, invitations, certificates, annual reports, application forms, directories, trade show displays and posters.

News Releases – the section advises on, and in some instances prepares, news releases for distribution to the media through Island Information Service.

**Promotional Products** – the section designs and/or sources promotional and incentive materials to be used at trade shows, as ministerial gifts or for departmental promotions.

Wordmark Guidelines – the section advises the rest of Government on the accepted use of the Provincial Government wordmark; provides electronic formats to outside parties when requested; provides staff workshops on the use of the wordmark; and monitors the use of the wordmark in advertising, signage, brochures, newsletters, letterhead, envelopes, business cards and displays.

Editing Service – the section edits and proofreads departmental documents intended for publication and distribution to the public.

Island Information Service (IIS) is the official distributor of Government news releases to the media. IIS responds to inquiries from the general public and other Government employees for information on Government services, programs and other general information. IIS maintains an inventory and distributes Government publications including the Throne Speech, Provincial Budget, annual reports and provincial legislation. IIS produces the Government Services Directory, Quick Reference Guide, **Employee Telephone Directory and assembles** the content for the Government Blue Pages published in the Aliant telephone directory for PEI. IIS also provides a centralized fax service for departments without fax capability.

# Report Highlights

#### **Multimedia Services**

Multimedia Services was extremely busy in the fiscal year 2007-2008 providing services to Government departments, agencies, school districts, supreme and provincial courts.

#### **Video Production**

- Responsible Beverage Server Video (for Liquor Control Commission)
- Seniors Active Living Video (for Social Services and Seniors)
- School Development Video (for Education)
- Breeders Crown Video (for Agriculture)
- Atlantic Region Harness Racing Symposium Video (for Agriculture)

#### Commercials

- Oil Tank Tagged commercial (Environment)
- Atlantic Classic Yearling Sale commercial (Agriculture)
- Craft Tour commercial (PEI Business Development/Innovation)
- Booster Seat commercial (TPW)
- Distracted Driving commercial (TPW)
- Anne 08 commercial (CCA)
- Winter Tires commercial (TPW)

#### **Projects**

- Physician Recruitment CD-ROM
- · Radiology Presentation
- CHYTV

#### Videos and Commercials in progress

- Seniors Oral Health Video
- Skilled Trades Video
- Women's Institute Video
- Buy PEI commercial
- GED commercials

#### **Audio Production**

- Farm Market Report
- Forestry Report
- Public Service announcements
- Sport PEl Program

#### **Key Multimedia Services Statistics**

*	
<b>Audio and Video Production Requests</b>	89
Press Conferences and Special Events	175
Other Conferences	37
Photography shoot assignments	524
Photography scanning	424
In-house audio-visual equipment	160
Service calls for audio-visual equipment repairs	59
Equipment loan request	833
In shop repairs	194

# Document Publishing Centre and PEI Mail

During the year, the section produced over 4,495 print and bindery work requisitions for clients throughout the Provincial Government. The variety of documents published range from the Speech from the Throne, Budget documents and Public Accounts to the Auditor General's Annual Report and various Education curriculum books for Prince Edward Island students.

The major project again this year is the printing and distribution of the provincial property tax and assessment statements for Provincial Treasury. The property tax project requires a total team effort and all of the resources and skilled staff of the digital print, offset print, bindery and mail sections to print and distribute over 110,000 property tax assessment notices. A full colour information folder is also produced and included with each assessment notice. The section also produces the monthly amended property tax statements, and the annual vendor return tax statements for mail distribution.

The section worked closely with the Department of Education and Strategic Marketing and Graphic Design to publish the Grade 3 Primary Literacy Assessment tests in reading and writing as well as the intermediate math assessment tests for Grade 9 students. These documents required strict confidentiality and completion in a short

time frame for distribution to Island schools. The assessment testing document package included information brochures, letters to parents, teachers' guides as well as the assessment tests for students in French and English.

The digital print section also produced the Grade 12 High School graduation certificates for English, French and French Immersion students. The certificates were printed using variable data print software which merged each student's name, school and date of graduation with the base certificate. The resulting graduation certificate is a unique personalized document.

During the year, the section began a new threeyear project with the Department of Health. The Health Card Renewal project requires printing, envelope inserting and mailing of Health Card renewal letters to Islanders each month. The data files are sent electronically and merged with, and printed on, the department letterhead to create a personalized renewal letter to each recipient.

Variable data printing extracts client database file information and merges it with documents and forms to create a one-to-one marketing tool. Staff from the Document Publishing Centre provide planning and support to several Government departments utilizing variable data print technology.

The section collaborates with the Public Service Commission payroll division to digitally print bi-weekly payroll advice statements for employees in the departments of Health and Education and the Public Service Commission. This project requires prompt print and envelope insertion for distribution to departments. In 2007 the Document Publishing Centre began publishing apprenticeship training module documents for high school students enrolled in automotive repair, carpentry and welding. The section partners with the department of Education and the province of Alberta to download select files from the Alberta Government website for publication. The module documents are compiled in three ring binders for distribution to apprenticeship program students.

Due to continued growth in mail piece counts, PEI Mail updated our insertion equipment with the addition of the Pitney-Bowes Di950. This inserter-mailer unit is equipped with high capacity stackers and various folding abilities. The Di950 is fully programmable and will enable us to complete insertion jobs faster and handle high volume mail distribution projects.

The Document Publishing Centre continued to upgrade equipment with the acquisition of a Graphic Wizard scoring and perforating machine. This unit allows for quick set up and completion of laser and regular perforation jobs. Full colour printing continued to grow this year. During the year, a staff workshop and training was held and staff computers were upgraded.

This section of Provincial Treasury is positioned as a key resource area for document publishing and distribution for the Provincial Government.

#### Statistics for fiscal year 2007-2008

#### The Document Publishing Centre

- Completed 4,495 printing requisitions.
- Digital black ink print impressions: 10,234,121
- Press print impressions: 4,398,820
- Digital color print impressions: 615,484
- Total print impressions: 15,248,425

#### PEI Mail

- Inserted mail items: 394,909
- Meter mailed items: 466,893
- Xpress post and Priority post items: 4089
- Pre-paid certified mail pieces: 4,725
- Total mail items processed: 870,616

## Strategic Marketing and Graphic Design and Island Information Service

During the year the section executed over 3,000 separate projects for the Premier's Office, Government departments, agencies and Crown corporations.

Island Information Service issued 673 news releases and media advisories for Government. IIS staff also sent out over 500 PEI information packages to students across Canada doing school projects. IIS receives numerous requests for publications and legislation during the year.

The section continued work with the 2009 Canada Games Host Society to prepare a variety of collateral materials which will be used in marketing and promotion of the event.

Strategic Marketing and Graphic Design worked closely with the Department of Education on preparation of Literacy Assessment tests given to students Island-wide to measure literacy skills in Grade 3 and Grade 6, as well as math skills at the end of Grade 9. The following assessments were designed:

- Grade 3 reading six tests (in both English and French)
- Grade 3 writing six tests
- Grade 3 French reading eight tests
- Grade 6 literacy four tests
- Grade 9 math four tests

In addition to the assessments, informational brochures, teachers' guides, letters to parents and student reports were designed.

The section worked with the Department of Environment, Energy and Forestry in designing materials for the beverage container management system – signage, brochures (French and English), posters, newspaper ads and website elements.

Staff assisted in the launch of programs for the Office of Energy Efficiency.

The section carried out electronic production and delivery of Government advertisements for print media, designing and producing over 450 ads for local and regional newspapers.

Strategic Marketing and Graphic Design continued to enhance in-house computer graphic design capabilities through upgrades of Macintosh equipment and software and staff training. Two-, three- and full-colour design work continued to increase over the previous fiscal year.

Strategic Marketing and Graphic Design Project Statistics 2007-2008

Advertisements	426
Booklets	133
Bookmarks	18
Brochures	112
Business Cards	749
Certificates	40
Declarations	14
Electronic Presentations	10
Envelopes	184
Forms	370
Cards (note cards, greeting cards, postcards)	123
Handout/flyers	75
Invitations	32
Letterhead	118
Newsletters	21
Note Pads	42
Posters	72
Reports	44
Royal Gazette	52
Signs	52
Trade Show Displays	11
Web Design	16
Other Projects	357
Total Projects	3,071



# **Information Technology Shared Services**

# Role/Mission

IT Shared Services is dedicated to building a strong technology infrastructure and delivering quality services to client departments and agencies across Government.

## Overview

Information Technology Shared Services (ITSS) Branch was formed in April 1, 2006, as the result of a Cabinet decision to consolidate all IT resources across Government within a single work unit. To satisfy the mandate of the branch, ITSS provides a broad range of services to Government departments and agencies. ITSS is divided into three divisions.

#### **Business Systems Division**

The Application Development and Support section of Business Systems is responsible for the maintenance and support of departmental applications, the development of applications using current technologies.

The Consulting Services section is responsible for information systems coordination, contract and service level agreement management, business process and requirements analysis services, IT planning assistance and project management.

The *Enterprise Systems* section is responsible for the acquisition, support and enhancement of corporate applications. Examples include the Government website, intranet, personnel and payroll systems and the Financial Information System (FIS).

#### Infrastructure Division

The IT Infrastructure Support section of the division is responsible for providing a leadership role in the planning, operation and support of network and server communications, which includes voice services, across Government.

The Client Support section of Infrastructure Division is responsible for providing client and technical support throughout the provincial Government. Client Support services include logging and tracking incidents and requests, telephone support and on-site technical assistance.

The Infrastructure Division is guided by the mandate to design, implement and manage costeffective information technology required to support Government's business needs.
Infrastructure's mission is to align IT services with current and future needs of the business and its customers; to improve the quality of the IT services delivered and to reduce the long-term cost of service provision.

#### **Program Management Division**

The Program Management Division of IT Shared Services is responsible for providing IT Governance support; setting corporate policy, security and standards for IT service delivery for Government; ensuring ongoing planning and research into best practices for IT services in the future; budget and administration coordination; ensuring responsible and accountable investment and financial management; representing PEI on federal, provincial and territorial IT related issues; and providing an Office of the Health CIO on behalf of the Department of Health.

#### **Accountability Statement**

IT Shared Services, together with client departments and agencies, is jointly responsible for achieving acceptable results in:

- IT planning, alignment and prioritization
- · Analyzing business needs
- Projects of business transformation
- Responsible use of IT resources; cost-effectiveness
- IT security for Government, information protection
- Quality of the relationship with client departments and agencies
- Quality of the relationship with federal/ provincial territorial jurisdictions on IT matters

Areas in which it is critical that the ITSS Branch has acceptable results and is solely responsible:

- Quality of the advice, assistance, and/or services delivered to our clients
- Procurement of infrastructure equipment
- Quality of advice provided to the Deputy Provincial Treasurer and ITGC
- Professional conduct of ITSS staff
- Client satisfaction with ITSS programs and services
- Condition of the ITSS Branch finances and cost effectiveness of programs and services
- Condition and quality of ITSS assets, facilities, systems and information
- Quality of the work environment for staff to carry out their work
- · Quality of the relationship with vendors
- Quality of ITSS policies and standards
- Monitoring compliance with TB/ITSS policies and standards including IT security
- Contribution to corporate initiatives

# ITSS Goals - 2007/2009 Business Plan

In support of the goals of Corporate Government and the Department of Treasury, the following are the goals of IT Shared Services

- ♠ Improved client satisfaction
- ▶ Improved work environment for staff
- ♦ Improved efficiency and effectiveness of services and their delivery
- ♦ Improved quality of the technology infrastructure
- ...while maintaining results in ongoing operations.

# Report Highlights

- Provided technical training to internal staff in Struts for Java and CSS for Web Applications.
- Procured an enterprise IT service management tool.
- Developed a new system for Environmental Health (Fieldworker software and Web Application).
- Designed and implemented a new Web Development Environment (CSS, AJAx, etc.).
- Completed design, development and implementation of Phase II of SWAT (Single Window Access Technology) the Drivers Licence System module. SWAT is used in Access PEI sites across the province.
- Performed regular maintenance on approximately 250 applications Government-wide.
- Developed and implemented software releases for the Document Publishing Centre.
- Developed and implemented software releases for Home heat / Complaint Management application.
- Developed and implemented software releases for the CAIS program now called AgriStability. The application required structural changes to reflect new rules determined by agriculture federal/provincial policy groups.
- Implemented four releases and started work on a fifth release to MEPS (Maintenance and Enforcement System). Changed the printing and layout of cheques to conform to the new Canadian Payments Association (CPA) standards.
- Developed and deployed a new Recalculation Order application.
- Created and deployed releases to the Employment Development Agency (EDA) application.

- Developed and implemented software releases to the Corporation Registry Licensee System (CRLS).
- Assisted with the migration of Civil Payroll into PeopleSoft.
- Migrated all payroll printing functions from local printers to Queen's Printer.
- PEI became the first province in Canada to implement a province-wide Drug Information System solution using common pan-Canadian standards. On March 13, 2008, Friendly Pharmacy in Charlottetown made a small but significant piece of Canadian health care history. It was the first drugstore to go online with Prince Edward Island's Drug Information System (DIS).
- Migrated the Government Oracle Financials system to a new platform.
- Implemented AdventNet ManageEngine application. This application will monitor servers 24/7 and initiate alerts depending on the severity of the issue.
- Implemented a new electronic newsletter system to allow Government to communicate with employees, citizens and businesses.
- Implemented the new internet payment service to allow Government to process financial transactions over the internet, which is also integrated into the Government financial system. The first service allows citizens to purchase fishing and hunting licenses over the internet.

- In the process of implementing the new Government website which has a new common look and feel with a new focus on accessibility to ensure individuals have equal opportunity to access Government internet information regardless of disability or technology. Also, upgraded Government website production server to increase performance.
- Implemented new electronic survey tool to deliver surveys over the internet.
- Successfully implemented new Point-of-Sale system at Brookvale Winter Activity Park.
- · Installed web cam at Brookvale.
- Established infrastructure for Tourism operators' information.
- Assisted multi-media in setting up a pilot project for Golf Links for the media display unit at Crowbush.
- Implemented video streaming at the Legislature.
- Completed project work, operational planning, two upgrades and integration of the Home Oxygen database for the Integrated Claims System (ICS).
- Deployed the ICORE enhanced scheduling functionality to the Family Health centres for physicians.
- Implemented the Records Management System in Health.
- Implemented successful migration of the test database to Oracle 10g2 & v 3.1 release for Vital Statistics.
- Resolved more than 2,000 Helpdesk calls, implemented two upgrades, completed a comprehensive security audit and implemented a new cheque handling/ delivery process for Social Services and Seniors Integrated Services Management (ISM) system.
- Upgraded and implemented new forms and printers for vehicle registration.

- RFP, acquisition and implementation of Wide Carriage Print System for capital projects section.
- Implemented IRP upgrade for Commercial Vehicle system.
- Installed communication upgrades for Bridgetown garage and Alma garage.
- Implemented a new Badging System for Government ID Cards, Environment Cards and other Non-licensing Requirements.
- Made enhancements to CATS system for management reporting.
- Implemented Laboratory Integrated Management System (LIMS) software.
- Completed the ITSS Business Plan, incorporating results from Staff Satisfaction survey results, and presented to ITSS staff in June 2007.
- Updated the Treasury Board Policy Manual to incorporate changes associated with the initiation of IT Shared Services Branch and the Information Technology Governance Council, as well as changes to IT Security coordination.
- Coordinated the establishment of the Corporate IT Advisory Committee, including development and refinement of roles and responsibilities.
- Provided secretariat support to the IT Governance Council.
- Coordinated a Staff Day event for all staff of IT Shared Services.
- Delivered the second ITSS Staff Satisfaction Survey, and compiled and distributed results for branch management and staff.
- Initiated work toward the development of an ITSS Service Portfolio and Catalogue that included workshops with representatives from client departments.

- Participated on the Department of Health CQI Information Management Team, the Health Accreditation Process and the Provincial Clinical Standards Committee.
- Worked in cooperation with the Department of Health in initial steps toward development of an IT Plan for Health.
- Provided support to the Department of Health Clinical Information System (CIS) Project in drafting a CIS Governance Structure, operational position questionnaires, operational support structure and Service Level Agreement. Created and staffed the Clinical Information System (CIS) Reporting Team to develop all reports for CIS. Established interface connection to exchange data between the Client Registry system and the Cerner CIS system. Actively participated on the CIS Steering Committee.
- Administered and coordinated the IT Shared Services Branch financial and budget planning and submission for operational, project and capital budgets.

- Provided Department of Health with service related to the position of Chief Information Officer including representation on federal/provincial/territorial committees.
- Operated the Computers for Schools Program in cooperation with Industry Canada.
- Provided liaison on behalf of Department of Health to Canada Health Infoway as a funding partner on health IT initiatives.
- Initiated the Corporate Office of Information Protection and continued to evolve and roll out the Government Information Security Policy.
- Provided information protection support and advice to Government departments and the IT Governance Council.
- Represented Prince Edward Island on the National CIO Subcommittee on Information Protection, a Pan-Canadian security forum.

### ITSS Strategies - 2007/2009 Business Plan

- Client Relationship Strategy
- Technology Standardization Strategy
- ₱ Human Resource Planning Strategy
- Organizational Development Strategy

## Office of the Comptroller

## Role/Mission

The Office of the Comptroller's primary responsibility is to operate and maintain the Provincial Government's Corporate Accounting System, and to produce the Public Accounts of the Province. It administers the Corporate Procurement Service for departments and other agencies through embracing the principle of competitive procurement. It manages the collection of revenues through electronic processes, and manages a Corporate Vehicle Fleet Information System. It provides support and advice in matters relating to financial management and policy submissions to both Treasury Board and Cabinet. Its primary mission is to streamline accounting processes and present financial statements that are as transparent as possible to the Legislature and the Public.

### Overview

#### Accounting

This section is responsible for the operation and maintenance of the Province's corporate accounting system, the preparation of the financial statements for the Government's operating fund and consolidated financial statements which form the Public Accounts. It performs audit and monitoring functions on the financial transactions being submitted by departments for processing in the Province's financial information system and provides reporting on those transactions. It oversees and co-ordinates a number of processes which interface with the financial system. The accounting section works with departments to ensure accurate recording of transactions and the provision of supporting documentation for transactions.

### Accounts Payable and File Maintenance

This section is responsible for the timely and accurate processing of Government payments through a decentralized payment system and the file maintenance of all supporting financial documentation. It provides various administrative functions relating to accounts payable and cheque issuance as well as

processing for several revenue processing streams and activities pertaining to Government bank account transactions. It oversees the provincial purchase card program which includes training and support for departmental card users, managerial approvers and senior financial personnel.

#### **FOIPP**

The division provides management support services for administration of the Freedom of Information and Privacy Protection Act (FOIPP) requests for Provincial Treasury, as well as supporting other departments in the retrieval of information and file records for FOIPP requests and other information needs.

#### **Accounts Receivable**

This section is responsible for co-ordinating and operating the centralized accounts receivable function within the Government's corporate accounting system. It is also responsible for co-ordinating the protocol and the issuing of accounting directives for the processing of Government revenues from the various sites across the province. These duties involve the accurate, timely recording and management of revenues due to the Province. Performing the reconciliation of the accounts receivable

sub-ledgers within the Provinces's financial information system and the co-ordination of accounts receivable interfaces.

#### **Procurement Services**

This central function is responsible for the timely and economical procurement of goods and services and the administration and management of the Government's corporate fleet information system. The section also oversees control over Corporate Procurement Cards.

#### **Financial System Support**

This section is responsible for the support necessary to operate, maintain and establish security over the Government's corporate financial information system as well as maintenance of the various service level and maintenance agreements. Through a helpdesk and user meetings approach, procedural and functional support is provided to financial system users. This section is also responsible for the management of system development projects to ensure that the system standards and security are met and the business processes are maintained or enhanced.

### Report Highlights

#### Accounting

Effective April 1, 2006, the Department of Social Services and Seniors was set up in the Government's financial system (FIS). A number of areas of the department's business are still linked to the Department of Health financial system (HFS) through a subsystem called Integrated Services Management (ISM). The final phase of the project plan to transfer ISM from HFS to FIS is scheduled to be completed by February 2009, at which time all activity of Social Services and Seniors will be recorded in FIS.

Plans to combine the two accounting systems of Government (FIS and HFS) have been delayed pending work which is proceeding on a number of related projects including the above mentioned transfer of ISM and the movement of FIS to a new server. The Department of Health continued to operate under a separate financial system in 2007-2008, information was transferred from HFS to FIS at year end for preparation of the Public Accounts. It is expected that a project to combine the two systems will begin in the next fiscal year and will be completed by December 2009.

The Accounting Section continued its ongoing review and evaluation of proposed changes to Public Sector Accounting Board (PSAB) standards providing feedback to decision-makers on our opinion of the proposals. Upon review of final PSAB recommendations, the section determines the most appropriate reporting policies for the Province of Prince Edward Island and makes changes to the presentation of the Public Accounts accordingly.

In addition to changes made to comply with PSAB, efforts are made each year to improve the presentation of the Public Accounts. Statements, notes and schedules are reviewed and revised where needed to make them more informative and clearer for users.

Considerable effort and resources are expended each year to keep the Province's financial system up to date and responsive to the needs of users. This includes upgrading the system and performing ongoing work with interfacing systems which transfer information into and out of our system.

## Accounts Payable and File Maintenance

This section continued the use of electronic payments in the year ending March 31, 2008. Although there was a six per cent increase in cheques issued, the rate of increase for electronic transactions was tripled at 18 per cent. Because of the recommendations by the banking industry regarding possible problems with sending cheques to the United States, a procedural change was made to replace all physical cheques to US vendors with electronic payments.

By paying our vendors and employees electronically, we are reducing data processing and bank handling charges along with making it more convenient for our vendors.

During the fiscal year 2007-2008 there were approximately 6,800 transactions on approximately 162 active purchase cards, an increase in the number of cards from FY 2006-2007. By using purchase cards we are reducing our cheque volume production and related costs as well as making the procurement process less cumbersome for purchasers and for vendors. The purchase card process has been in place for five years and a process review is on-going to identify improvements.

This section continues to support the division and other departments in a number of electronic commerce applications.

	2007/2008		2	006/2007
	Number	Amount	Number	Amount
System Vendors updated	4,612	n/a	3,645	n/a
Vendor Sites updated	8,715	n/a	6,673	n/a
Invoices processed	119,015	\$2,090,769,562.13	125,714	\$1,508,635,218.15
Batches processed	14,963	n/a	13,903	n/a
Procurement Card transactions	6,793	\$1,257,458.90	4,248	\$916,224.92
Payments issued – Cheques	32,539	\$182,538,720.53	30,535	\$209,091,143.15
Payments issued – Electronic	36,652	\$1,067,397,826.57	31,008	\$953,961,879.73
Payments issued – Internal Clearing	176	\$7,399,407.06	85	\$15,979,382.07

#### **Accounts Receivable**

The past year, the eServices interface was implemented. This interface will allow web-based service revenues to be captured and recorded in the Government's corporate financial system thus eliminating manual input and lessen chance of error. Revenues are now captured in the financial system the following business day enabling better forecasting by departmental managers.

Work is currently taking place on implementing a second phase of SWAT – DVS (Single Window Access Technology – Driver Vehicle System) interface. This phase will enable the automatic transactions that take place at the Access PEI sites to be automatically imported into the Oracle FIS the same day the transactions occur, thus enabling a very timely capture of revenue.

This section is continuing to work with departments to move legacy Accounts Receivable systems that exist throughout Government departments to a single centrally supported system. As the Office of the Comptroller works with departments to centralize the accounts receivable function within Oracle, FIS policies and procedures are being developed to meet the needs of Government business operations, in their delivery of services.

#### **Procurement Services**

The implementation of I-Procurement module continues with more departments using the system. Training and education is on-going throughout Government to assist and illustrate the efficient use and benefits of the system which now connects the user to the supplier and reduces time from order to delivery as compared to conventional methods of procurement. As more departments use the system, this section has seen an increase in the number of purchase orders being processed.

A review of current procedures and policies is underway to ensure an efficient delivery of the services provide by this section. This will enable the improved delivery of information and assistance to Government departments and agencies, while adhering to the *Public Purchasing Act*, and related trade agreements. The section continues to offer assistance with the consultation and facilitation on many RFPs.

The Procurement Credit Cards continues to have a significant increase in transactions. This has led to the reduction in low-volume purchase orders being processed.

The Fleet Management System is administered and maintained by this section, presently there are 328 vehicles in this system. In addition, all vehicles are tendered through this section.

	2007/2008		20	06/2007
	Number	Amount	Number	Amount
Purchase Orders Issued	10,996	\$20,059,329.46	5,500	\$15,085,000.00
Tenders Processed	190	\$16,627,728.52	163	\$9,412,388.64
RFPs Processed	20	\$3,511,296.86	17	\$4,820.128.00
P-Card Transactions	6,793	\$1,257,458.90	4,248	\$916,224.97

#### **Financial Information System**

Work continued in capturing more timely revenue information. Two new revenue collection systems were developed and implemented. The interface to post the transactions to the financial system was developed and implemented for the on-line electronic service registration and purchase. The development for the interface of the second revenue collection service through the financial institutions for tax payment was begun and is expected to be completed in the fiscal year 2008-2009.

Work also continued on projects to prepare to consolidate the Department of Health's accounting system with the Government's corporate accounting system. The projects included:

- Transfer of the Government's corporate accounting system to a new server to accommodate the expected growth in volume of transactions and users accessing the consolidated accounting system.
- The database version was upgraded in keeping with KRA 4 - "Provide a corporate accounting system that ...... is within one release of the manufacturer's recommended release status."
- 3) The project to move one major interface system (Social Services and Seniors application) from the Health accounting system to the Government accounting system was begun and is expected to be implemented in the fiscal year 2008-2009.

The new report and development tool implemented in the previous fiscal year was used to develop and implement the new cheque format for printed cheques to meet the new Canadian Payments Association (CPA) standards. The new cheques were in use three months prior to the June 2008 deadline. The new cheque format also included the automatic printing of authorizing signatures, discontinuing the need for the additional third party software.

The development of a new format for the Government's Purchase Order was started. The new format will reduce excess paper and printing requirements. This project is expected to be implemented in the fiscal year 2008-2009.

#### Office of the Comptroller; Key Results

Key Result Area No. 1
Improve Client Service
To provide the Public Accounts by early fall each year.

Key Result Area No. 2
Priority on Human Resources
Provide an open atmosphere for training opportunities.

Key Result Area No. 3
Maintain High Level Corporate Approach in
Managing Policy Matters
Provide the highest quality review of corporate
policy matters

Key Result Area No. 4 Development and Implementation of IT Systems/programs to Improve Government's Business Issues

Provide a corporate accounting system that has maximum availability during business hours, dependability, and is within one release of the manufacturer's recommended release status.

Key Result Area No. 5 Maximize Provincial Revenue and Investment Returns

Continue to work with the Canada Revenue Agency on information sharing and streamlining GST revenue processes to maximize Government revenues through GST input tax credits. Establish a new control mechanism for Cost Shared Claims.

# Program Evaluation and Fiscal Relations Division

### Role/Mission

The primary role of the Program Evaluation and Fiscal Relations Division is to support departments and Government as a whole by providing program evaluation guidance and support, conducting evaluations of programs and services, and providing expert advice and analysis regarding fiscal, economic and tax policy issues.

### Overview

The Program Evaluation and Fiscal Relations Division is comprised of the following sections:

- Program Evaluation
- Federal Fiscal Relations, Economics and Statistics
- Access and Privacy Services
- Records Management Services

## Economics, Statistics and Federal Fiscal Relations

The Economics, Statistics and Federal Fiscal Relations Section strives to provide research, analytical expertise and advice at the highest professional standards to the department and Government generally on a wide range of tax, statistical, economic policy and federal/ provincial fiscal matters. The major focus of the section is on federal transfer payments, income tax issues, statistical reports and economics analysis for Government. The section's role includes responsibility for analysing, researching and publishing key statistical information/data, and in disseminating statistics across Government. The section represents the Province in discussions with the Federal Government and provinces and territories on a variety of key federal/provincial fiscal arrangements, supports the Provincial Treasurer and Deputy Provincial

Treasurer at high-level meetings on these subjects, and promotes the interests of Prince Edward Island in public and academic circles.

### Report Highlights

#### **Management and Policy Matters**

The Program Evaluation and Fiscal Relations Division provided analytical, and consultative support to Treasury Board regarding evaluation and results measurement.

During the past fiscal year, staff of the division maintained linkages with the Executive Council Office, and divisional staff represented Provincial Treasury on various committees including the Senior Management Team Sub-committee on Planning and Evaluation.

## **Economics, Statistics and Federal Fiscal Relations**

#### Federal Fiscal Relations

Interprovincial work on fiscal transfers, the equalization program and revenue forecasting. The most prominent aspects of federal/provincial fiscal arrangements are Equalization, Canada Health Transfer, Canada Social Transfer, the Income Tax Collection Agreement, the Reciprocal Taxation Agreement, infrastructure funding, Fiscal Stabilization and Statutory Subsidies. Extensive liaison with the federal Department of Finance and the Canada Revenue Agency is involved with this work.

Federal Provincial Fiscal Issues/Transfers
The Federal Government announced major changes to the federal/provincial transfers in the 2007 budget. A new Equalization program consisting of a 10-province standard and five revenue bases was implemented and funding for the Canada Social Transfer was increased for early learning and child care and post secondary education. A long-term federal infrastructure funding program was also announced in the 2007 federal budget. The section provided analysis and advice on the impact that these changes will have on PEI's revenues.

Extensive input into the Budget Address was also provided. Budget schedules prepared by the section consisted of: Summary Comparison – Provincial Tax Rates, and Federal and Provincial Personal Income Tax Rates.

#### **Provincial Economics**

The preparation of economic outlooks and periodic reports for public dissemination. The section prepared the 2007 Budget Paper A: Background Notes on the Economy which consists of National and International Review, Provincial Highlights 2007, the Prince Edward Island Economy, Detailed Industry Analysis and Summary Statistics. The reports provided analytical support to the drafting of the Budget speech.

During this time, the Province's economic situation 2007/08 was presented to the following bond raters: Moody's, DBRS, Standard and Poors, and was delivered at the 17th Annual Atlantic Canadian Investment Seminar, in St. John's by the Provincial Treasurer.

The section provided economic impact analysis and analytical support to the Atlantic Lottery Corporation and the PEI Energy Corporation.

The section hosted the federal/provincial Continuing Committee of Officials (CCO) Sub-Committee Meeting on Economic and Fiscal Issues and attended the Canada Mortgage and Housing Corporation Industry Roundtable; and the Federal-Provincial Labour Market Information Network. The section participated in and provided analytical support to various groups: the Research Sub-Committee of the Tourism Advisory Council in the development process of a new research platform for the PEI Department of Tourism; and the Federal-Provincial Labour Market Information Network.

#### National Economic Issues

Responsibilities include providing advice on;

- the Federal Budget and Federal fiscal position;
- Bank of Canada monetary policy;
- interest rates and Canadian dollar;
- economic performance of Canada, US and other countries; and
- · discussions with bond rating agencies.

#### Tax Policy Issues

The section provided ongoing advice to the Provincial Treasurer and Deputy Minister regarding the issue of residency determination for provincial income tax purposes. The increasing importance and potential revenue impacts relating to this issue were also brought to the attention of the Canada Revenue Agency on a number of occasions.

The section provided advice and input regarding personal income tax reductions for both the spring and fall provincial budgets. Amendments to the *Income Tax Act* were made during the spring 2007 Session of the Legislative Assembly which raised the thresholds of the personal income tax brackets by two per cent in 2007 and by four per cent in 2008, over 2006 levels. As well, the thresholds of the Basic Personal Amount, Spousal Amount, Spousal Income Threshold, Age Amount and Age Income Threshold, were raised by two per cent in 2007 and by four per cent in 2008, over 2006 levels.

Income Tax Act amendments developed for the spring 2007 Session of the Legislative Assembly also doubled the value of the Education Amounts, both for full-time and part-time students, starting in the 2007 taxation year. And these amendments raised the threshold of the high income Surtax Amount in both the 2007 and 2008 taxation years.

Amendments for the fall 2007 Session of the Legislature were also developed and passed which increased the provincial Disability Tax Credit amounts to equal the 2007 federal Disability Tax Credit amounts.

Economic and fiscal analysis and advice were provided to the Provincial Treasurer as well as the Department of Social Services and Seniors regarding the proposed new federal Working Income Tax Benefit and Registered Disability Savings Plan.

The section also worked with the Canada Revenue Agency on the annual changes and updates of their internal systems, income tax forms and guides, which relate to the administration of PEI's Income Tax System.

The section also undertook a redesign of the method with which it models and forecasts provincial income tax revenues throughout the year, with the aim of improving forecasting accuracy and timeliness.

The section represents the Province on six different federal/provincial income tax committees in total, of which federal membership includes the Department of Finance Canada and the Canada Revenue Agency. These different committees deal with a large slate of income tax policy issues including such things as inter-provincial tax allocation, data and information sharing issues, legislative issues, tax avoidance issues, administration issues, national policy and co-ordination issues, and generally any other items affecting the Canadian income tax system at a provincial or federal level.

#### Statistical Activities

Statistical information to Government officials on the Government Intranet and to the public via the Government Internet continues to be a priority.

The website is updated frequently, as new statistics become available. The section also uses the website to disseminate publications authored by the section, such as the Annual Statistical Review and the PEI Economy Progress Report. As the statistical focal point for PEI, the section maintains a close working relationship with Statistics Canada.

The section continues to develop key information for senior Government officials via the interdepartmental Intranet website, including further research and development of demographic models. Statistical activities include:

- a dissemination strategy for management and the Province,
- · demographic forecasts,
- statistical publications and reports with monthly updates on the Intranet,
- · representation at Statistics Canada meetings,
- maintenance of databases and report storage facilities,
- responses to public and Government department requests including participation in special projects such as the Population Secretariat and Seniors United Network, and
- analysis of specific statistical concerns.

The section responded to many specific requests in 2007/08, including work for the Department

of Innovation and Advanced Learning (Community and Labour Development Division), PEI Business Development, the Department of Social Services and Seniors, the PEI Population Secretariat, PEI Provincial Treasury, the Charlottetown Airport Authority, and the PEI Population Network, among others.

The population model continues to be a popular tool for population projection as demonstrated by the numerous requests for data and projections for the Province and its counties. Most data-related documents are now published electronically by Statistics Canada, and are archived by division staff to form a local electronic library.

A detailed Input-Output model, made possible by a bilateral agreement between Statistics Canada and the Province, enables the division to provide a more thorough analysis of the Prince Edward Island economy.

#### Canada Pension Plan

Responsibilities include advice to the Minister and Deputy on CPP financial and policy issues. The section assisted and advised the Minister in concluding the triennial review of the Canada Pension Plan and co-ordinated the provincial Order-in-Council agreeing to the full-funding provision and a change to allow long-term contributors to qualify for CPP Disability benefits.

## **Taxation and Property Records Division**

### Role/Mission

The mandate of Taxation and Property Records Division is to ensure fairness and equity in the application and collection of provincial tax revenues, and equity and uniformity in the production of provincial and municipal real property assessment rolls.

The division is also mandated to develop, implement and maintain land-related information systems in the area of Corporate Geomatics, Registry of Deeds and Toponymy – the study of place names.

The mandate of the division requires that services be co-ordinated and integrated with federal, provincial and municipal Governments and the private sector.

### Overview

Taxation and Property Records Division administers the Province's property and consumption tax legislation and ensures the legislation is applied fairly and consistently. The division also develops and maintains land-related information systems and collects tax revenue.

#### **Administration Services**

Administration Services provides overall administration of Taxation and Property Records including monitoring and reporting of provincial revenues, expenditure control, and financial reconciliation of major revenue. The section also maintains the Provincial Civic Address Program and Property Line Program, and provides property-related geomatics products and services to other Government departments and agencies, and to the private sector.

## Audit, Collection and Inspection Services

Audit, Collection and Inspection Services is responsible for tax compliance activity, including the performance of tax audits, to determine the level of compliance with consumption tax acts and regulations. This section is also responsible for the collection of consumption taxes due to the Province in the most effective and efficient manner, with a minimum amount of hardship to the taxpayer. The applicable acts and regulations are the Revenue Tax Act, Revenue Administration Act, Health Tax Act, Environment Tax Act, Gasoline Tax Act, Tobacco Tax Act and related regulations.

## Tax Administration and Client Services

Tax Administration and Client Services is responsible for tax administration, interpretation of various tax acts and regulations, processing of tax payments, dissemination of tax information, operation of the provincial land registry system, interpretation of all land-related documents and the provision of property mapping for Prince Edward Island. All communications for the division via hardcopy brochures, websites, and news releases are maintained and updated through this section.

#### **Property Assessment Services**

Property Assessment Services' primary function is to value all real property, as defined by the *Real Property Assessment Act*, at the indicated market value on an annual basis. This value forms the basis for the collection of provincial and municipal property taxes. The four main programs administered by the section are the Reappraisal Program, the New Construction Program, the Referral and Appeal Program and the Appraisal Services Program.

### Report Highlights

#### Tobacco Tax Act

In the fall of 2007 the division replaced the sections of the *Health Tax Act* dealing with tobacco tax and the sale of tobacco products with a new *Tobacco Tax Act*. This new act contains stronger enforcement provisions designed to reduce the importation and use of illegal tobacco products. The act received Royal Assent on November 2, 2007.

## PST Payments Online by Large Companies

Taxation and Property Records continued the development of a new online payment system (Emergis/Can-Act) for large corporations. The aim of this system is to allow large corporations to report and pay revenue tax (PST) electronically. The system will be implemented in April 2008.

## Municipal Assessment and Property Charges Online (MAPCO)

To improve client service, a web-based application was developed and customized for the Island's 75 municipalities to assist in the retrieval of information on properties within a particular municipality. The province is providing the service to municipalities free of charge. Response from the municipalities has been very favourable.

## Computer Hosted Registry Indexing System (CHRIS)

In 2007 the Province removed the restrictions on who may have access to individual selling prices for real property. Sale prices are now available on CHRIS.

#### **Assessment Freeze for Three Years**

One of the commitments of the newly elected Government in 2007 was a three-year property assessment freeze. This freeze will be in place until 2010.

Property assessments will be frozen on all owner occupied residential properties on Prince Edward Island at the December 31, 2007, assessment values. During this period properties will continue to be reassessed, and those revised assessments will appear on the property owner's Notice of Assessment. However, provincial and municipal property charges will be based on the frozen December 31, 2007, assessment. Property owners will continue to be able to refer and appeal their revised assessments.

### Comparison of Division Activity Over the Three-year Period – 2005-2008

	2005-2006	2006-2007	2007-2008
Tax payments received in offices	276,321	289,841	290,471
Documents registered and interpreted (Registry of Deeds office)	20,854	20,168	19,734
New parcels (property) created	1,085	1,245	1,692
Subdivision plans filed	936	944	832
Registered revenue tax vendors	12,537	12,131	12,442
Registered tax exempt permit applications (farmers and fishermen)	4,061	3,869	2,892
Properties assessed (as of municipal rolls date)	96,303	97,454	98,907
Property assessment referrals (first-level appeal)	513	554	816
Appeals to IRAC (property assessment related)	8	16	16 (2007)
Provincial market value assessment (as of municipal rolls date)	\$8.3 billion	\$8.85 billion	\$9.5 billion
Market value of exemptions (as of municipal rolls date)	\$845 million	\$864 million	\$909 million
New construction reviews and new accounts (property assessed value)	\$248 million	\$220 million	\$202 million
Number of regular audits completed	115	170	97
Regular audit assessments	\$1.4 million	\$2.6 million	\$1.4 million
Number of special assessments issued	106	293	190
Special assessments	\$111,300	\$217,370	\$146,092
Tax Revenue	\$335 million	\$345 million	\$349 million

## Appendix A

# Department of Provincial Treasury Expenses by Division

	Actual 2007/2008 \$	Estimate 2007/2008 \$
Administration		
Administration		
Administration	24809	19000
Equipment	7018	2000
Materials, Supplies & Services	2108	2900
Professional & Contract Services	3312	
Salaries	387459	356200
Travel & Training	60231	57900
Total Administration	484,937	438,000
Fiscal Management		
Treasury Board Operations		
Administration	24,211	22,600
Equipment	2,507	5,700
Materials, Supplies & Services	2,818	67,600
Professional & Contract Services	12,000	
Salaries	455,735	601,300
Travel & Training	16,531	10,000
	513,802	707,200
Debt, Investment and Pension Management		
Administration	19,570	17,500
Equipment	-	5,700
Materials, Supplies & Services	1,019	9,700
Professional & Contract Services	93,150	126,100
Salaries	407,554	448,800
Travel & Training	17,864	28,100
	539,157	635,900
Central Administration		
Administration	17,357	17,800
Equipment	230	1,900
Materials, Supplies & Services		1,900
Salaries	249,149	381,300
Travel & Training	18_	6,700
	266,754	409,600
Pension & Benefits		
Administration	13,085	9,500
Equipment	60	12,000
Materials, Supplies & Services	-	6,800
Salaries	587,031	617,500
Travel & Training	19,904	12,400
	620,080	658,200

	Actual 2007/2008	Estimate 2007/2008
	\$	\$
Risk Management and Insurance	4.400	4 500
Administration	4,108	4,500
Equipment Compliant & Compliant	4.470	800
Materials, Supplies & Services	1,470	800
Professional & Contract Services	47,124	48,000
Salaries	225,194	273,600
Travel & Training	4,633	5,600
Total Fiscal Management	282,529 2,222,322	333,300 <b>2,744,200</b>
Office of the Comptroller	Control of the second of the s	Met Source 1
Accounting		
Administration	30,281	28,100
Equipment	1,298	10,500
Materials, Supplies & Services	3,381	17,900
Professional & Contract Services		9,700
Salaries	837,026	899,800
Travel & Training	11,984	12,800
	883,970	978,800
Procurement		
Administration	5,191	10,200
Equipment	58	5,200
Materials, Supplies & Services	374	2,300
Professional & Contract Services		1,700
Salaries	207,471	232,000
Travel & Training	1,249	3,100
	214,343	254,500
Total Office of the Comptroller	1,098,313	1,233,300
Taxation and Property Records		
Administration		
Administration	30,227	33,500
Debt	270,354	1,357,000
Materials, Supplies & Services	19,880	15,000
Salaries	296,642	372,900
Travel & Training	16,891	17,500
	633,994	1,795,900
Tax Audit, Collection and Inspection Services		
Salaries	1,116,804	1,228,300
Travel & Training	70,040	92,000
	1,186,844	1,320,300

	Actual 2007/2008	Estimate 2007/2008
	\$	\$
Tax Administration and Client Services		
Administration	85,872	106,200
Equipment	4,390	5,000
Materials, Supplies & Services	88,974	57,000
Professional & Contract Services	133,455	88,700
Salaries	1,531,141	1,569,800
Travel & Training	10,117	14,500
	1,853,949	1,841,200
Property Assessment Services		
Materials, Supplies & Services	3,161	7,400
Salaries	1,025,946	1,033,100
Travel & Training	67,340	79,400
	1,096,447	1,119,900
Total Taxation and Property Records	4,771,234	6,077,300
Total Fandion and Froporty Records		
Information Services		
Document Publishing Centre		
Administration	512,037	565,100
Equipment	4,490	8,000
Materials, Supplies & Services	548,864	565,200
Professional & Contract Services	84,779	75,000
Salaries	505,027	533,300
Travel & Training	1,490	900
	1,656,687	1,747,500
Multimedia Services		
Administration	7,378	10,800
Equipment	13,534	13,700
Materials, Supplies & Services	52,484	76,200
Professional & Contract Services	3,923	1,500
Salaries	451,869	486,600
Travel & Training	18,279	18,600
	547,467	607,400
Strategic Marketing and Design		
Administration	10,067	21,200
Equipment	8,327	10,000
Materials, Supplies & Services	16,919	19,600
Salaries	463,966	461,100
Travel & Training	278	1,800
•	499,557	513,700

	Actual 2007/2008 \$	Estimate 2007/2008 \$
Administration		
Administration		2,700
Equipment	9,100	-
Materials, Supplies & Services		1,100
Salaries	12,906	116,800
	22,006	120,600
Total Information Services	2,725,717	2,989,200
Information Technology Management Group		
Information Technology Shared Services- Program Management	nt	
Administration	39,887	31,300
Equipment	226	-
Professional & Contract Services	115,487	132,200
Salaries	265,108	376,200
Travel & Training	12,391	113,400
	433,099	653,100
Information Technology Shared Services- Business Systems		
Administration	68,143	71,100
Equipment	376,312	126,500
Materials, Supplies & Services	2,214,088	2,379,100
Professional & Contract Services	2,930,460	3,604,900
Salaries	3,582,092	4,015,200
Travel & Training	141,807	151,800
•	9,312,902	10,348,600
Information Technology Shared Services- Infrastructure		
Administration	240,464	170,800
Equipment- Ordinary	1,217,001	794,900
Equipment- Capital	79,064	
Materials, Supplies & Services	2,843,670	2,871,100
Professional & Contract Services	437,253	504,700
Salaries	3,944,476	4,073,600
Travel & Training	198,550	145,500
	8,960,478	8,560,600
Total Information Technology Management Group	18,706,479	19,562,300

	Actual 2007/2008 \$	Estimate 2007/2008
Program Evaluation and Fiscal Relations		
Economics, Statistics and Federal Fiscal Relations		the second of the second of
Administration	8,418	8,100
Equipment	89	5,200
Materials, Supplies & Services	9.922	2,800
Professional & Contract Services	27,623	15,800
Salaries	293,305	330,500
Travel & Training	16,215	36,600
	355,572	399,000
Program Evaluation		
Administration	6,206	9,300
Equipment	-	5,500
Materials, Supplies & Services	336	3,400
Salaries	343,867	431,300
Travel & Training	3,570	15,000
	353,979	464,500
Total Program Evaluation and Fiscal Relations	709,551	863,500
Total Provincial Treasury Expenses	30,718,553	33,907,800



## Appendix B

## Department of Provincial Treasury Revenue

	Actual 2007/2008 \$	Estimate 2007/2008 \$
Federal		
Equalization	293,958,000	293,958,000
Canada Health Transfer	95,874,000	94,693,000
Canada Social Transfer	41,680,783	41,119,000
Statutory Subsidy	678,965	679,000
Health Reform Transfer	9,154,432	9,154,500
Other	34,709,614	35,384,800
Total Federal Revenue	476,055,794	474,988,300
Provincial		
Lottery Commission	11,530,466	10,986,400
Health Tax on Liquor	14,173,913	13,427,600
Health Tax on Tobacco	23,950,926	20,000,000
Real Property Tax	72,718,969	66,560,000
Revenue Tax	188,360,348	194,906,000
Gasoline Tax	42,606,066	44,000,000
Corporation Capital Tax	2,373,388	2,000,000
Environmental Tax	659,254	600,000
Real Property Transfer Tax	3,852,682	3,000,000
Personal Income Tax	230,385,091	214,453,000
Corporate Income Tax	38,663,308	45,075,000
Registry of Deeds Fees	2,695,821	2,600,000
Municipal Administrative Fees	565,113	595,000
Self Insurance Rebate	282,529	319,700
Other	1,230,472	3,168,900
Total Provincial Revenue	634,048,346	621,691,600
Total Departmental Revenue	1,110,104,140	1,096,679,900
Investment Income	14,975,980	11,934,500
Sinking Fund Earnings	16,800,243	18,987,800
General Government	2,176,613	24,400
Employee Benefits	72,760	169,300



### Appendix C

# Department of Provincial Treasury Other Expenditure Budgetary Responsibilities

	Actual 2007/2008 \$	Estimate 2007/2008 \$
General Government		
Miscellaneous General	2,082,120	438,900
Grants	998,534	980,100
Government Insurance Program	1,127,114	1,195,000
Salary Negotiations	4,730,427	9,661,600
Contingency Fund	3,395,395	6,982,400
Federal/Provincial Arrangements	1,655,560	1,087,800
Total General Government	13,989,150	20,345,800

#### **Explanation Notes:**

**Miscellaneous General** provides funding for the Premier's and Ministers' out-of-province travel, cabinet meetings, protocol-related expenses and unanticipated expenditures realized.

**Miscellaneous Grants** includes grants-in-lieu of property tax, grants for race track programs and other miscellaneous grants.

**Government Insurance Program** provides insurance coverage to all Government departments, and many Crown corporations, agencies and commissions.

Salary Negotiations: This budget is established for wage adjustment estimated costs as a result of negotiations on new public sector employment agreements. For FY05/06 negotiated settlements were reached in the Education Sector with Excluded Instructional and Non-instruction employees and CUPE, in the Health Sector with Excluded employees and CUPE and the Civil Service with Excluded employees. The forecast costs for these settlements have been included in the departmental budget responsible for the payments.

Contingency Fund: This allocation was used by Government for unanticipated or unusual costs that occurred throughout the fiscal year but had not been budgeted.

	Actual 2007/2008	Estimate 2007/2008 \$
Council of Atlantic Premiers	The state of the s	
Council of Atlantic Ministers of Education and Training	15,900	15,900
Council of Atlantic Premiers Secretariat	17,400	17,400
Maritime Provinces Higher Education Commission	86,000	86,000
Atlantic Provinces Community College Consortium	4,200	4,200
Total Council of Atlantic Premiers	123,500	123,500

#### **Explanation Notes:**

The Council of Atlantic Premiers is funded by the four Atlantic Provinces. Contributions are based on population and upon the recommendation of the Regional Treasury Board.

	Actual 2007/2008	Estimate 2007/2008 \$
Interest Charges on Debt		
Debt	114,146,832	119,346,600
Total Interest	114,146,832	119,346,600
Amortization of Debenture Discount		
Debt	1,736,218	1,855,100
Total Amortization of Debenture Discount	1,736,218	1,855,100
Total Interest Charges on Debt	115,883,050	121,201,700

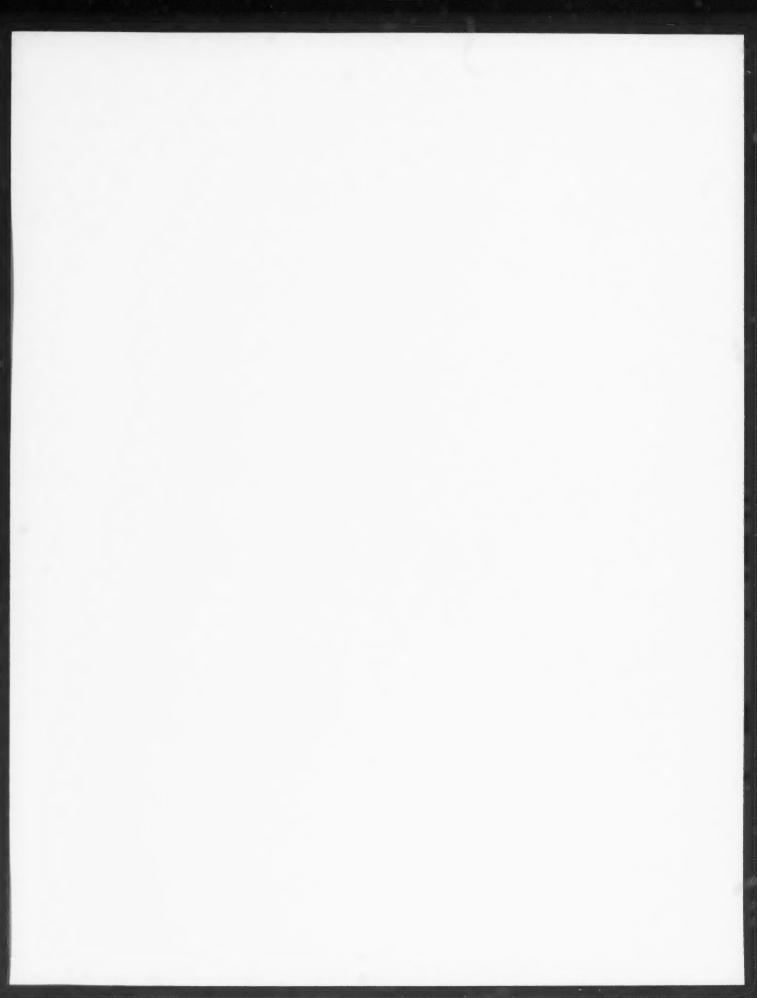
#### **Explanation Notes:**

**Interest:** Appropriations provided for the funding of interest cost associated with monies borrowed by the way of issuance of Provincial Debentures, Treasury Notes, as well as borrowing through the use of bank lines of credit and loans from the Federal Government and the Canada Pension Plan.

**Amortization of Debenture Discount:** Annual provision required in order to write-up, over the term of the debenture, the cost associated with debenture issues at a discount.

	Actual 2007/2008	Estimate 2007/2008 \$
Toolsestons Associations	\$	
Technology Asset Management		Maria Callanda
Equipment Rental	2,136,327	2,300,000
Total Technology Asset Management	2,136,327	2,300,000

	Actual 2007/2008 \$	Estimate 2007/2008 \$
PEI Lending Agency		
Grants		
Operating Grant	5,386,500	5,386,500
Total PEI Lending Agency	5,386,500	5,386,500
	Actual 2007/2008 \$	Estimate 2007/2008 \$
Employee Benefits		Marie of Spring and Spring
Medical/Life Benefits	223,835	311,600
Employee's Future Benefits	11,122,143	11,205,300
Government Pension Contribution	6,948,596	20,817,800
Pension Management	164,880	466,700
Total Employee Benefits	11,122,143	11,205,300





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